

The May 11, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm in the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Heather Kirkpatrick, Sue McCallum. Trustees Zach Leavy, and Todd Klahn were absent. Others present were Clerk Strause, PW Director Langer, Chief Barger, Rachel Brickner, Alison Koelsch, Troy Larson, Nathan Schieve, and Nadine Walsten.

Public Comments – Nadine Walsten wanted on the record for future reference regarding comments made by President Hawkey on her campaign flier. One comment was on \$7,000 paid in legal fees for internal disputes and the other on open records requests. When the decision by the Board was to remove a trustee that was the time legal fees were authorized. Twenty four hours later, Jessica Hawkey filed a removal petition against the Village President. Part of the \$7,000 could have been billed to Ms Hawkey because it met the conditions of a malicious removal petition and was retaliatory. Both petitions were withdrawn because of legal errors. In terms of open records request, the majority of the board supported the decision to not give the requested records. In another matter, the Municipal Court Referendum was advisory not binding. Reference to legal fees for court agreements and attorneys being at meetings is based on the two documents, court sharing document as well as merger document that were needed for a joint court. Statement on not joining the local Chamber was because they were invited to a meeting and did not appear. The Board didn't see much in return for their money.

Trustee McCallum moved, second Smith, carried to approve the minutes of 4/13/15. Trustee McCallum moved, second Smith, carried to approve the minutes of 4-21-15.

Troy Larson, Strand & Associates, gave a presentation with charts on the WWTP renewal permit application process and phosphorus permit requirements/limits. All treatment plant facilities were given a schedule for the phosphorus permitting process. The Village's permit was issued in April 2013 under a five year cycle that expires on 3/31/18 with renewal on a second five year cycle. On 3-31-14, Strand submitted the operational evaluation report that was due. On 3-31-15, Strand also filed the status report. To stay on schedule, a preliminary compliance alternatives plan is due to DNR on 3-31-2016. The Village is scheduled to achieve phosphorus limits compliance of .075 mg/l by 2022. Larson detailed items A-M for processes and alternatives that need to be researched further within coming months. Ultimately the cost range is \$2-5 million to meet DNR standards with a twenty year life for a process that will fit in the existing facility. Strand is not retained for the next step of work and a contract amendment will be voted on at the June meeting. PW Director Langer stated budgeted funds have been added to 2015 for engineering and will need to continue for 2016.

Oregon School District plans for remodeling the elementary school, storm water plans adding Bioretention was discussed. Andy Weiland, Oregon School District Business Manager and Nathan Schieve, Bray Architects, were present to answer questions. The school district needs either a land easement or swap of land for the Bioretention. The new site development for the parking lot will have ten extra stalls for a total of 110 and a new pretreatment area will be created. Planning and Zoning met and recommended the Village swap land with the school district contingent on engineer approval of storm water runoff calculations. Existing trees will be removed and others replanted. The walkway is moving to the east outside the drainage area. All permits needs to be filed with engineer approval before construction can begin. McCallum moved, second Smith, carried to exchange the current retention basin near the school parking lot currently owned by the Village for the larger area owned by school district north of the current retention area subject to approval by engineer and staff, tree planting to be done by the school district, payment of all fees to the Village, and maintenance of the Bioretention pond to be done by the school district. The erosion control plan was submitted to Strand Engineering today and will need their approval. Residents with property abutting the drainage area should be notified of the changes. The Oregon School District has requested verbiage on reimbursement for Village staff time be removed from the **Cost Recovery Agreement**. Staff felt there would be limited time spent on this project. McCallum move, second Smith, carried to remove "reasonable costs incurred by Village staff" from the agreement. Village's expense for professional services will be reimbursed by the School District.

Oregon Senior Center's Director, Alison Koelsch and case manager, Rachel Brickner, handed out the annual report, Rome Corners Reporter for May, and 2014 and 2015 to date statistics on Village resident use of the center. Duplicated and unduplicated stats by category were explained by Brickner. Hawkey stated Green County provides less senior services than Dane County and she will make contact with Green County for more support. Both were invited back to discuss services and budget costs.

President Hawkey **recognized Municipal Clerk's week May 4-8, National Police week May 10-16, Public Works week May 17-23.** All Village employees were thanked for their service to the community. Trustee Smith moved, second Kirkpatrick, carried to authorize \$10 per employee for a joint luncheon.

Clerk Strause gave the March financials with revenue of \$99,548.97, expenses \$99,159.64 with a balance in all funds of \$1,701,956.00. Legislative Joint Finance Committee voted to cut four million from the Recycling Grant Funds in the first year and restore the following year.

PUBLIC WORKS: Todd Klahn was appointed chair. Smith moved, second Kirkpatrick, carried to approve the minutes of 3-26-15. Public Works committee reviewed three proposals for various aspects of the **forestry program** with a recommendation to take the lowest part of each of the three bids working with the contractors to get the most work done for the budgeted projects. The three contractors are Whitney Tree Service, Jim's Tree Service, and Ruck's. Budgeted funds come from the General Fund \$7500, Cemetery Funds \$500, and \$5,000 from a DNR Forestry Grant. Smith moved, second Cazier, carried to accept lowest portions of all three bids received to get the most done not to exceed budgeted funds. Utility/PW Report-water tower inspection and pressure washing done, dead end fire hydrants flushed, large meters were tested for year, N Kerch lift station problems again, lab equipment calibrated; Emergency Management-website updates, working on Board member binder updates, training new members will begin soon. Dumpster days is done, helped Green County taking two trees down on St Hwy 104. Seasonal worker started from Oregon Correctional Center. Eighty fourth graders helped with Arbor Day tree planting at Smithfield Park in April. Eighty-five third graders helped cleaning up park areas.

SAFETY: Sue McCallum was appointed chair. McCallum moved, second Kirkpatrick, carried to approve the March 5, 2015 minutes. McCallum presented the **Special Event Policy** which incorporates changes from the March Board meeting. The actual application will be submitted for approval at the June meeting. McCallum moved, second Smith, carried. Nay: President Hawkey. The Policy will be reviewed in three months to see if it actually works. Recreation Committee will be made aware of this policy and asked to see if this works out for their July 4th event but they are not expected to submit application because of the date proximity to the event. **CAPMAR-Directive # 207, mutual aid for police departments**, was presented. This involves twenty-three Dane County Police agencies operating under existing mutual aid statutes. Smith moved, second McCallum, carried to approve the CAPMAR Policy & Procedure Manual. A **draft "Law and You" flier** was reviewed and explains how to interact with police departments. A **Letter from the African American Council of Churches of Greater Madison** was sent to all Dane County Law Enforcement Agencies on what is happening locally/nationally. Dane County Chiefs will address the issues at their next joint meeting to keep the lines of communication open. **Sounding the 6 pm siren** was discussed. Complaints have been received on the siren sound being more penetrating since being worked on a few months ago. For a while, the 6 pm siren did not sound but then started up again. Dane County sets the siren off, it is not done locally. The Fire Dept took no stance either way on the issue. Spilde stated he has no objections to stopping the 6 pm siren. Anton Dvorak appeared before tonight's meeting stating the 6 pm siren is disturbing and would like it discontinued. Safety Committee felt the discussion should come to Board. Barger stated the siren is meant for a warning and is not used for fire calls any more. Kirkpatrick stated she is concerned if it is used only once a month for testing, it may not work when needed. How many people actually want or don't want it is not clear. Trustee Smith stated there are complaints but he hears the siren every night, and knows it is working when you hear it. Some are desensitized to the sound and ignore it. The newsletter and water bill will be used, with residents asked to either email or call the Clerk's office for a response for or against the 6 pm siren with this placed back on the June agenda. Chief Barger met with the Finance committee regarding

needing funds to migrate to the **new version of TraCS** and pay for Madison PD IT staff through New World/LERMS to handle the change over as well as maintain the system in the future. The old system is not supported. The estimate for this year is \$1775. The new court merged name will not recognize the court until the new system is installed. Committee recommendation was not to exceed \$2,000. Smith moved, second Cazier, carried to approve up to \$2,000 to install the new TraCS system with Madison IT staff installing and maintaining. Chief Barger assisted elementary school bicyclists on May 6th crossing N Rutland and Lincoln for “ride your bike to school day”. PD assisted Madison PD with a search warrant on S Rutland, PD purchased two small reference binders to aid officers in communicating with the deaf. Barger is moving ahead with the hire of a part time officer as the drug testing is now complete.

NEW BUSINESS: Return of the monthly newsletter is estimated to cost \$3,000. Finance Committee recommended to the Board discussion on having business ads help pay for some of the expense, maybe charging an annual fee. McCallum moved, second Smith, carried to refer to EDC the business ad concept. McCallum moved to use restitution funds to publish the newsletter for the rest of 2015 and see what the response is. Kirkpatrick asked how to measure how well it goes without feedback from the residents. McCallum amended her motion to add needing quantitative feedback from residents. Kirkpatrick second the motion with the amendment, carried. McCallum moved, second Smith, carried to approve the **extraterritorial Dane County Land Division Application for rezoning from A-1EX to RH-1 for 4543 W Rutland Rd, owned by D&C Ranch, LLC.**

UNFINISHED BUSINESS: Kirkpatrick is working with our broker to create two PDF's to feed into their online listing for the **Business Complex**. The committee has to approve all marketing material hoping to finalize yet this week. The current material is being revised and there will be co-branding with the broker. The broker contact ph # will be on the new signage. The broker is having conversations with other brokers on community events. A **new DaneCom agreement (updated)** has been sent from Parisi's office for approval. Hawkey asked to postpone until a comparison can be done with the existing document. Chief Barger reported there are number of attorneys reviewing the updated version which may or may not be the same. President Hawkey moved, second Kirkpatrick, carried to postpone until further investigation. Clerk will email old contract to the Board members. Another updated version of the **Community Building Policy** was presented with a few changes. The checklist would be eliminated as being too complicated and time consuming; however, defining what we expect on cleanliness after the gathering needs to be more explicit. The Policy will be placed on the June agenda. Clerk Strause gave an update on the **Local Government Insurance Fund** which will be eliminated in two years. The Village's renewal is 4-15-16. The renewal premium with the fund is expected to increase 45-53% as it will no longer have a state subsidy. The League of Municipalities and other underwriters are seeking approval from the Insurance Commissioner for a license to sell government property insurance. Strause asked to be able to send out RFP's this year to the League and any other insurance company that may be insuring government entities rather than wait until the LGPIF is no longer able to. Hawkey moved, second Cazier, carried to approve RFP's being sent.

CONSENT AGENDA: Hawkey requested Chief Barger to get the Tiger purchase receipt to the Clerk's Office as the charge is on the Village's credit card bill. Kirkpatrick moved, second Smith, carried to approve the consent agenda as follows: Approve payment of May 2015 invoices as listed; Operator license for Stephanie Leake; Temporary Class “B” picnic license for Brooklyn Sno-Hornets, Inc for May 23-24, 2015 Legion Park Festival/Tractor Pull; a. Temporary Operator Licenses for Steven Clark, Bradley Clark, Debra Clark; Appoint Sandra Mortensen as Oregon Senior Center Representative.

COMMITTEE REPORTS: **Electronic Media** met and discussed the website, changes and updates made, and scheduled a June 1 meeting to discuss social media. Britt Springer gives a lot of free hours and the committee wants to acknowledge her contribution to the Village. She was asked for an estimated cost on her contribution so the Board understands during the budget process how much time/cost is involved. Both websites (Village/Recreation) need to be under one umbrella between websites. **Planning and Zoning**-The monthly building inspection report goes to all members. Clerk Strause asked if all Board members also want this report

and the consensus was yes. Hawkey moved, second Smith, carried to approve the 3-23-15 minutes. Hawkey moved, second McCallum, carried to approve the 4-13-15 minutes. **Ordinance** will meet tomorrow. **Fire/EMS** – Hawkey stated she received a letter from a Town of Union member concerned about the interest rate of the new refinanced loan. Hawkey reported the departments continue discussing how to deal with hiring, services provided, and budget impact on municipalities. Roland Arndt is our Village representative on the District Board and needs to update the Board on a regular basis during this process because of the huge impact it will have on our budget. **EDC-Kirkpatrick** stated the committee will be meeting on Thursday and is working on implementing items on our strategic plan and business retention. **Recreation-** Smith stated there is no financial data from dime-a-dip yet. Rec Run is June 13th, July 4th donation collection continues with \$3,000 needed to pay for fireworks. Festival starts at 7:30 with fireworks about 9 pm. **Emergency Management** will be meeting Wednesday. **Personnel** has not met but will meet in June. **Finance-** Cazier is Chair. The insurance fund was discussed, along with internet connection costs at the Community Bldg. Barger stated he talked to his IT person who needs about four hours at \$85 per hr and also may need \$300-400 of hardware to share the PD's internet on a three way split secured line, while maintaining secure links for the PD. Charter and Litewire costs involve start up fees and then monthly fees thereafter. There would then be added a guest line and a secured line for committee members to use while in the building. Smith moved, second Kirkpatrick, carried to hire Lantech Services to do both phases to get up and running at a cost not to exceed \$1,000. Money to come from either Safety or Restitution funds if needed. Hawkey moved, second Cazier, carried to approve the minutes of 4-8-15. The 2014 audit report will be ready soon and handed out to the Board. Clerk Strause asked if the auditor is needed to come to a meeting. Members will review and if there are questions, it will be put on the July agenda. Strause will give a copy of the 2013 audit report to new members.

President Hawkey asked if members are doing OK with their committee assignments as they can be reassigned if necessary, just let her know. McCallum moved, second Smith, carried to adjourn 9:45 pm.

Carol A Strause,
MMC, WCMC, CMTW